

**Department of Veterans Affairs
VACANCY ANNOUNCEMENT
VA Central Office, Washington, DC 20420**

Announcement Number:	OAMM-07-15
Position Title:	Program Analysis Officer
Pay Plan, Series & Grade:	GS 343 - 14
Promotion Potential:	GS-14
Salary Range:	\$93,822 - \$121,967 PA
Number of vacancies:	1
Opening Date:	1/17/2007 12:01:00 AM
Closing Date:	1/31/2007 5:00:00 PM
Location:	Department of Veterans Affairs, Central Office, Office of Acquisition & Materiel Management, Human Resources Service, Management Support Office
Duty Location:	Washington, DC
Area of consideration:	VA Wide & Status Eligibles
Point of contact:	Muriel Miller 202-273-9729

You are encouraged to read the entire announcement before you submit your application package. Your application may not get full consideration if you do not follow the instructions as outlined.

NOTE: YOU MAY SUBMIT YOUR APPLICATION AND KSAO PACKAGE VIA VA INTRANET BY USING <http://vaww.vairm.vaco.va.gov/Jobapp>

What are the major duties and responsibilities of the position?

"Personal copies of the position description will not be provided due to the number of positions that are posted. The duties described are the major duties and responsibilities of the position. "

The incumbent directs the human resources (HR) management program for Office of Acquisition and Materiel Management in VACO, Hines, IL, Somerville, NJ and Denver, CO. The HR program includes policy development and operational support of OA&MM. Duties and responsibilities are:

- Develops OAMM HR policies and procedures; directs and coordinates services' initiatives; advises managers and supervisors on all HR-related issues and activities; represents OAMM in management meetings on HR-related issues; represents OAMM management with the (AFGE) and (SEIU); reviews proposed HR guidance for OAMM managers and supervisors; trains OAMM managers and supervisors on HR issues; effects personnel actions within delegated authorities and through coordination with OHRM; advises OAMM employee on rights and benefits and acts as liaison with OHRM or all HR matter affecting OAMM.

- Supervises the activities of the HR Staff in VACO and Hines, IL.
- Directs, plans, communicates, monitors, and evaluates human resources management for the subordinate organizations; sets goals and objectives; develops effective approaches to meet objectives; plans milestones to monitor program effectiveness; manages the organizations' budget; provides leadership to the subordinate staff; keeps staff, higher level management and customers informed about significant HR matters; develops good working relations with customers; establishes performance standard and evaluates performance; counsels employees, takes appropriate disciplinary actions and awards commendable performance; ensures that work products are of acceptable quality and are timely; assigns work to subordinate staff directly in VACO and Hines, IL and holds them accountable for quality and quantity of work produced.

What qualifications are required?

Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 year of appropriate specialized experience, are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

- GS-14 level - one year equivalent to the GS-13

Specialized experience is experience related to the work to be performed. It may be gained in the following ways:

- Directed a HR management program
- Developed HR policy and procedures
- Developed a HR program

Education may not be substituted for specialized experience

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. This is important for all positions where education is substituted for specialized experience but especially important for positions with a positive education requirement. Applicants must report only attendance and/or degrees from

schools accredited by institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at www.ed.gov/admins/finaid/accred/index.html. All education claimed by applicants will be verified by the appointing agency.

How is my application evaluated?

Any substitution of education for experience will be made using OPM guidelines. If you meet the minimum qualification requirements your application will be further evaluated to determine the extent your work or related experience, education, training, awards, outside activities and supervisory appraisal (if requested) shows you have the knowledges, skills and abilities (KSAs) of the position. KSA statements must show clear, concise examples of level of accomplishment and the degree to which you possess the KSA. If you paraphrase the KSA without giving examples, you will not receive credit. The information provided is used to determine “best qualified” candidates either by a single evaluator or a rating panel.

What do I need to know before I apply for this position?

This announcement is a solicitation for applications from current VA employees for competitive promotion consideration. It does not restrict the right to consider or select applicants from any other recruitment source such as:

- Reassignment
- Appointment
- Demotion
- Reinstatement
- Transfer
- Special appointing authorities – 30%+ disabled veteran, VEOA, Schedule A, and others

Some announced vacancies are not filled through the merit promotion plan.

VA CTAP candidates:

Displaced or surplus employees in the local commuting area will receive special selection priority if determined “well qualified” for this position. To be considered candidates must be considered well qualified and able to perform the duties of the position without any additional training or coaching. This requires a comprehensive knowledge of the management of a human resources program. Candidates must submit documentation of eligibility under the VA Career Transition Assistance Program to be offered special selection priority.

Equal Employment Opportunity: Actions to fill this position will not be based on discriminatory factors that are prohibited by law. All applicants will receive consideration without regard to non-merit reasons (race, sex, national origin, age, religion, handicap or any other non-merit factor).

Reasonable Accommodation: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the specialist listed in the announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.

What other information do I need to know?

This information is important to know before you apply for the position:

- All qualification requirements must be met within 30 days of the closing date of the announcement.
- Applicants must meet time-in-grade requirements within 30 days of the closing date of the announcement.
- A one-year probationary period is required if you haven't previously completed one.
- Non-VA employees may be subject to drug testing.
- This position is excluded from the bargaining unit.
- This is a career (permanent) position with a full time tour of duty.
- Some travel required.
- Relocation expenses are authorized.
- The position has no known promotion potential.
- Salary includes 18.59% locality pay adjustments for the Washington, DC – Baltimore, MD area.
- Current permanent Veterans Canteen Service employees may apply for consideration under this vacancy announcement.
- More than one position may be filled from this announcement if identical vacancies occur within 90 days from the date of the issuance of the certificate.

How do I apply?

To apply for this position you must submit all required forms by **5:00 pm (Eastern Time) on the closing date of the announcement.**

- The electronic application process requires that your application and KSA package be completed by that time.
- Electronic application packages cannot be accepted beyond the posted closing time.
- Postmarks are not acceptable.
- Application packages that are hand carried must be stamped in by the closing date and time.

- All applications and supplemental information must have your name and announcement number on each page.

The following forms are required to complete your application package and you will not receive consideration if they are not included:

An Optional Form (OF) 612, or Standard Form (SF) 171, Application for Federal Employment, resume containing data required by OF-612 or VA electronic resume format.

A copy of your most recent SF50, "Notification of Personnel Action" which shows your current title, series, grade, tenure and position occupied.

The following forms should be included because they are essential for determining best qualified applicants and you may not receive full consideration for the position:

A copy of your most recent performance appraisal.

VA Form 5-4676a, Employee Supplemental Qualifications Statement, describing possession of the rating factors, or bond paper addressing your possession of the rating factors. (electronic version may be submitted)

Application forms are available at <http://www.opm.gov/forms/index.htm> or <http://vaww.indianapolis.med.va.gov/hr/forms/index.htm>

What are the rating factors?

The rating factors are the KSAs listed below. The rating factors package must be received by the closing date of the announcement. (See "How do I apply?") Postmarks are not acceptable.

- 1. Knowledge of laws, regulations, policies, and procedures governing the federal personnel system and how to apply them appropriately (including, recruitment and placement, classification, employee relations, and labor management). Discuss the types of rules, regulations, policies and procedures you have experience with and the extent to which you have used them.
- 2. Ability to manage a diverse workforce and lead others, including planning and assigning work, improving and controlling performance, selection of employees, and promoting EEO and effective employee relations.
- 3. Ability to prioritize and complete a variety of projects that require innovative problem solving, timely results and excellent customer service.

- 4. Experience articulating and defending a wide range of highly complex and controversial issues orally and in writing to a diverse customer base by assessing customer's needs and satisfying customer's expectations.

Where do I submit my application?

Applicants must submit complete application packages as described.

If you submit the electronic version of the application and KSA statement you may FAX the required information to complete the application package. Receipt of any other material (applications, KSA statements or material NOT associated with the electronic version) or documents related to application packages mailed, delivered or hand carried will not be accepted.

- Applications may be sent via the VA Intranet at <http://vaww.vairm.vaco.va.gov/hrajobs/Report.asp>.
- You may FAX your supplemental material to 202-273-7047.
- You must include your name and announcement number on all materials.
- No applications will be accepted at this fax number.
- US mail send to:
Department of Veterans Affairs
VA Central Office
Central Office Human Resources Service (05HRS3)
810 Vermont Avenue, NW
Washington, DC 20420
- Courier service (FedEX, UPS, etc.) send to:
Department of Veterans Affairs
Central Office Human Resources Service (05HRS3)
Room 140/142
810 Vermont Avenue, NW
Washington, DC 20420
- Hand carry to:
VACO, Central Office Human Resources
810 Vermont Avenue, NW
Washington, DC 20420
Room 140/142

Continuing delays in delivery of mail by the US Postal Service may result in applications being received after the closing date. Applicants may want to consider alternative methods of delivery to insure receipt of their application by the closing date of the announcement.

If you slide your application package under the door of room 140/142 after 5:00pm on the closing date, your application is not on time and you will not receive consideration for the position. It is your responsibility to stamp the application to insure its receipt by 5:00 p.m on the closing date.

All questions relating to this position must be directed to the HR specialist whose name and phone number appears at the beginning of the announcement.